

REPORT

To: POLICY AND RESOURCES (VACANCY CONTROL) SUB-COMMITTEE		Subject: AUTHORISATION OF POSTS : FOR HOMOLOGATION	
From: DIRECTOR OF ADMINISTRATION			
Date: 27 April 2000	Ref: CA/PR/4/1 LMH/MT		

1. Purpose of Report

To advise Members of the steps taken, after consultation with the Convener, to authorise the filling of vacancies in the undernoted:-

1.1. Chief Executive's Department

Clerical Assistant (Temporary until June 2002)	GS2 £11,115-£11,685
Assistant Secretary (Temporary)	AP1 £12,405-£13,305
Public Relations Officer (Part Time) (Temporary until April 2000)	AP4/5 £17,322-£21,636
Development Officer (Temporary until March 2002)	PO2/5 £22,662-£26,769
Partnership Manager (Temporary until June 2002)	PO8/11 £26,769-£30,837
Senior Policy Planning Officer (Job Share)	PO12 £29,424-£31,557

1.2. Department of Administration

Security Officer (Temporary)	MWG1 £4.2549 per hour
Clerical Assistant	GS1 £8,652-£11,115
Clerical Officer	GS2 £11,115-£11,685
Trainee Solicitor	AP1/2 £12,405-£14,811
Administrative Officer	AP4 £17,322-£19,224
Principal Personnel Officer (Job Share)	PO12 £29,424-£31,557

1.3. Department of Community Services

Catering Assistant (16 hours)	MWG1 £4.2549 per hour
Catering Assistant (30 hours)	MWG1 £4.2549 per hour
Catering Assistant (20 hours)	MWG1 £4.2549 per hour
Seasonal Leisure Attendant (30 posts)	MWG2 £4.4082 per hour
Seasonal Leisure Attendant (3 posts)	MWG3 £4.5631 per hour
Leisure Attendant (4 posts)	MWG3 £4.5631 per hour
Relief Janitor (3 posts)	MWG3 £4.5631 per hour
Catering Assistant (30 hours)	MWG3 £4.5631 per hour
Play Worker (Casual)	MWG3 £4.5631 per hour
Play Worker (Mobile Play)	MWG3 £4.5631 per hour
Play Worker/Driver (Mobile Play)	MWG4 £4.7167 per hour
Centre Supervisor	MWG5 £4.8700 per hour
Sole Janitor	MWG5 £4.8700 per hour
Senior Janitor	MWG6 £5.0249 per hour
Golf Course - Starter	GS1 £8,652-£11,115
Library Assistant	GS1/2 £8,652-£11,685
Assistant Co-ordinator School Crossing Patrol Service	AP2 £13,650-£14,811
Librarian	AP2/3 £13,650-£16,770
Community Education Worker	CEW/OG £15,240-£19,827
Access Officer (2 posts) (Temporary for 3 years)	AP5 £19,827-£21,636

1.4. Department of Construction Services

Apprentice Joiner (2 posts)	BCE £60.00
Apprentice Plumber (2 posts)	CR £99.00
Apprentice Gas Service Engineer (2 posts)	EC £99.00
Apprentice Painter	BCE £60.00
Trainee Installer (Temporary for 3 months)	BCE £169.71
Gas Service Engineer (4 posts) (Temporary)	EC £221.71
Service/Heating Engineer (6 posts) (Temporary)	EC £221.71
Personnel Officer (Temporary)	AP5 £19,827-£21,636
Office Manager (Job Share)	AP5 £19,827-£21,636
Clerk of Works (Building) (2 posts)	Tech 3/4 £14,811-£19,224
Partnership Manager (Gas)	PO12 £29,424-£31,557
Partnership Manager (2 posts) (Building)	PO18 £33,815-£36,246
Partnership Manager (Roads)	PO18 £33,815-£36,246
Partnership Manager (Property)	PO18 £33,815-£36,246

1.5. Department of Education

Clerical Assistant (6 posts) (Temporary for 13 weeks)	GS1 £8,652-£11,115
Library/Clerical Assistant	GS2 £11,115-£11,685
Administration/Finance Officer	AP5/PO2 £19,827-£24,789
Education Officer	PO26 £40,797-£43,671

1.6. Department of Finance

Clerical Assistant (Temporary until 31 March 2000)	GS1 £8,652-£11,115
Clerical Assistant (Temporary)	GS1/2 £8,652-£11,685
Clerical Assistant (2 Posts)	GS1/2 £8,652-£11,685
Audit Clerk	GS1/2 £8,652-£11,685
Administrative Assistant (Temporary)	GS1/3 £8,652-£12,405
Clerical Assistant	GS2 £11,115-£11,685
Debtors/Rating Administrator (2 posts)	AP1/2 £12,405-£14,811
Secretary (Maternity Leave Cover)	AP3 £15,240-£16,770
Assistant Cashier (Temporary)	AP3 £15,240-£16,770
Section Supervisor (Maternity Leave Cover)	AP3/4 £15,240-£19,224
Treasury Assistant (Temporary Cover for Maternity Leave)	AP4 £17,322-£19,224
Team Leader (Temporary Cover for Maternity Leave)	AP5 £19,827-£21,636
Systems Administrator	AP5 £19,827-£21,636
Accountant (Temporary Cover for Maternity Leave)	AP5/PO6 £19,827-£27,426
Accountant (Team 2)	AP5/PO6 £19,827-£27,426
Internal Auditor (Job Share)	AP5/PO6 £19,827-£27,426
Internal Auditor	AP5/PO6 £19,827-£27,426
Office Manager (Temporary Cover for Maternity Leave)	PO2 £22,662-£24,789
Assistant Treasury Manager	PO3/6 £23,319-£27,426

1.7. Department of Housing and Property Services

Estate Caretaker (Temporary for 4 months)	MWG3 £4.5631 per hour
Caretaker	MWG3 £4.5631 per hour
Clerical Assistant (Temporary until March 2001) (Job Share)	GS1/2 £8,652-£11,685
Clerical Assistant (Temporary for 3 months)	GS1/2 £8,652-£11,685
Clerical Assistant (Temporary until June 2000)	GS1/2 £8,652-£11,685
Clerical Assistant (2 posts) (Temporary for 4-6 months)	GS1/2 £8,652-£11,685
Clerical Assistant (Temporary for up to 6 months)	GS1/2 £8,652-£11,685
Clerical Assistant (2 posts) (Temporary until 31/7/00)	GS1/2 £8,652-£11,685
Clerical Assistant (Temporary until March 2001)	GS1/2 £8,652-£11,685
Clerical Assistant (Temporary until March 2001)	GS1/2 £8,652-£11,685

Clerical Assistant (7 Posts) (Temporary until 31 March 2001)	GS1/2 £8,652-£11,685
Clerical Assistant (Maternity Leave Cover)	GS1/2 £8,652-£11,685
Clerical Assistant (Job Share)	GS1/2 £8,652-£11,685
Clerical Assistant (7 Posts)	GS1/2 £8,652-£11,685
Senior Clerical Assistant (Temporary until 30 June 2000)	GS3 £11,898-£12,405
Senior Clerical Assistant (Temporary)	GS3 £11,898-£12,405
Relief Sheltered Housing Warden	RES2 £11,898-£13,305
Relief Sheltered Housing Warden	RES3 £12,951-£15,240
Benefit Officer (Temporary until March 2001)	AP1/2 £12,405-£14,811
Administrative Assistant (Job Share)	AP1/2 £12,405-£14,811
Administrative Officer	AP1/2 £12,405-£14,811
Housing Officer (Temporary) (2 posts)	AP2/3 £13,650-£16,770
Housing Officer (Temporary until 30 April 2000)	AP2/3 £13,650-£16,770
Housing Officer (Temporary until 31 May 2000)	AP2/3 £13,650-£16,770
Housing Officer (Temporary Cover for Maternity Leave)	AP2/3 £13,650-£16,770
Housing Officer (2 posts)	AP2/3 £13,650-£16,770
Assistant Area Housing Manager (Temporary until April 2000)	AP4 £17,332-£19,224
Maintenance Officer (2 posts)	Tech 2/3 £12,951-£16,770
Community Care Development Officer (Temporary until March 2001)	PO2 £22,662-£24,789
Benefits Manager	PO12 £29,424-£31,557
Development Manager	PO18 £33,813-£36,246

1.8. Department of Planning and Environment

Road Safety Training Assistant (Job Share) (Maternity Leave Cover)	AP2/3 £13,650-£16,770
Planning Assistant	AP2/5 £13,650-£21,636
Environmental Health Officer (Job Share) (2 posts)	AP5/PO3 £19,827-£25,425
Planning Officer	AP5/PO4 £19,827-£26,091
Environmental Health Officer	PO1/3 £22,083-£25,425
Dog Warden (Temporary)	Tech 1 £11,898-£12,699
Key Fund Development Officer	PO2 £22,662-£24,789
Senior Officer (Maternity Leave Cover)	PO5/6 £24,789-£27,426

1.9. Department of Social Work

Caretaker	MW3 £4.5631 per hour
Clerical Assistant/Typist (Temporary)	GS1/2 £8,652-£11,685
Clerical Assistant/Typist (Temporary for 6 months)	GS1/2 £8,652-£11,685
Clerical Assistant/Typist (4 posts)	GS1/2 £8,652-£11,685
Clerical Assistant/Typist (14 hours)	GS1/2 £8,652-£11,685
Clerical Assistant/Typist (17.5 hours Part Time)	GS1/2 £8,652-£11,682
Switchboard Operator/Typist (Temporary)	GS1/2 £8,652-£11,685
Day Care Officer (2 posts) (Part Time)	GS1/2 £8,652-£11,685
Senior Clerical Assistant (Job Share)	GS3 £11,898-£12,405
Home Support Worker (3 posts)	Grade 2 £5.35 per hour
Support Worker (Temporary for 6 months)	AP1 £12,405-£13,305
Supervisor/Mechanic	AP1 £12,405-£13,305
Administrative Assistant	AP1 £12,405-£13,305
Support Worker	AP1 £12,405-£13,305
Social Care Worker (2 posts) (Part Time)	RW12/16 £12,699-£15,240
Social Care Worker (2 posts - 38 hrs) (1 post - 19 hrs)	RW12/16 £12,699-£15,240
Social Care Worker	RW12/16 £12,699-£15,240
Social Work Assistant	AP2/3 £13,650-£16,770
Day Centre Officer (Job Share) (2 posts)	DCO £14,811-£17,322
Senior Day Centre Officer	SDCO £16,770-£18,600
Senior Residential Worker (Night) (Part Time)	RW23 £17,322-£19,224
Senior Social Care Worker (Night - 20 hrs)	RW23 £17,322-£19,224

Senior Social Care Worker (Job Share)	RW23 £17,322-£19,224
Occupational Therapist (6 posts - 3 temporary, 3 permanent)	COT £17,322-£22,083
Young People's Support Worker	AP4/5 £17,322-£22,083
Resource Worker (Job Share)	QSW £17,322-£22,083
Social Worker (2 posts - Temporary Cover for Maternity Leave)	QSW £17,322-£22,083
Social Worker (7 posts)	QSW £17,322-£22,083
Senior Resource Officer (Temporary)	PO2 £22,662-£24,789
Team Leader	PO2 £22,662-£24,789
Senior Social Worker	SSW £22,662-£24,789
Unit Manager	RW32 £22,662-£24,789
Head of Social Work Resources	CO £64,155

2. Recommendation

It is recommended that the Sub-Committee homologate the action taken by the Director of Administration, after consultation with the Convener, to authorise the filling of the vacancies in the above mentioned posts.


 Director of Administration